Johns Hopkins - SAP Wage Type Request Form
DEDUCTIONS

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Wage Type Created _____

Transport No. _____
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Complete pp. 1-6, and send to Payroll at payroll@jhu.edu

Basic Information

Date of request:
Requester's Name:
Requestor's Phone # / Email address:
Action Requested: ☐   Change to Existing Deduction Wage Type ☐   Create New Wage Type Deductions Wage Type
If this is a change to an existing deduction wage type, describe the change here and complete dates requested at the bottom of this page.
If this is a new wage type, is there an existing SAP Wage Type that it can be modeled from?   No ☐   Yes ☐ If yes, what is number/name?
Description of wage type (for Remuneration Statement/pay stub display)? *(Limited to 20 characters)*
Give a brief description of the usage of this wage type for documentation purposes:
By what date is this wage type needed?
What is the wage type effective date?
By what date is this wage type needed?

Johns Hopkins - SAP Wage Type Request Form
DEDUCTIONS

What grouping(s) of employees is the wage type applicable for?

University ☐   Health System ☐   Both ☐

DEDUCTION WAGE TYPE QUESTIONS

Category:

What is the wage type category? (select all that apply)

☐   Employee Deduction
☐   Employer Contribution
☐   Benefit
☐   Garnishment

Frequency:

What is the frequency of the deduction (select all that apply)?

☐   Recurring Every Pay Period
☐   One Time
☐   Other. If 'Other', please describe:

Medium of Entry:
How will the deduction be initiated?

☐   Benefits Enrollment/Benefits Module
☐   Other.

If 'Other', please describe:

Wage Type Attributes:

What happens to the wage type at an employee's termination, check one:

Deduct the full amount for the remainder of the month? Yes ☐ No ☐

Deduct regular amount for the pay period? Yes ☐ No ☐

Other, please explain:

Does wage type need to be factored/prorated? Yes ☐ No ☐
If yes, please explain.

Does the wage type have limits or goals associated? Yes ☐ No ☐
If yes, please explain.

Does the wage type have a fixed amount or rate (example: Parking Rates maintained in an SAP Table)? Yes ☐ No ☐
If yes, please explain.

Processing Priority:

What is the priority of this deduction if there's not enough money to cover all deductions:

Hint: Select a letter A – Z. "A" would be the highest priority, "Z" being the lowest. A garnishment would be an example of a high priority and fitness membership among the lowest. (see instructions)

Arrears & Retro Calculation Rules

What are the arrears/retro calculation characteristics of this deduction? (check only one box):

☐ 1 Deduct as much as possible, remainder will be dropped.

☐ 2 Deduct as much as possible, remainder to Arrears table

☐ 3 Garnishment: Reduction of deduction not allowed

☐ 4 Deduct full amount or nothing

☐ 5 Deduct full amount or nothing, full amount to Arrears table

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Taxability:

Is Deduction a pre-tax deduction?

☐ Yes
☐ No

What is the tax classification for the wage type?

☐ A Deduction - Fully pre-tax
☐ B Deduction - Parking/Dep Care
☐ C Deduction - Retirement Plans
☐ Blank – Not applicable (all other wage types)

Any special mapping for W-2?
☐ Yes
☐ No
If yes, explain:

Additional tax comments:

Special Processing:

Is there a special calculation formula for this wage type?
☐ No
☐ Yes

If yes, please explain in detail:

Johns Hopkins - SAP Wage Type Request Form
DEDUCTIONS

Wage Type Posting to General Ledger:

Should this wage type post to a Revenue Account (inter-company)?

- ☐ No
- ☐ Yes – Contact FI to verify Due-To Due-From process.

Should the wage type post to the general ledger?

- ☐ Yes – GL Account Number is:
- ☐ No

Wage Type 3rd Party Processing:

Is the wage type to be remitted inter-company?

- ☐ No – Continue…
- ☐ Yes – Skip 3rd Party Processing. Contact FI to verify Revenue GL account and to setup Due-To Due-From process in custom table.

Is the wage type to be remitted via Third Party Remittance (Automatic check disbursement)?

- ☐ No
- ☐ Yes

If yes, what medium of payment should be made and when?

- ☐ Check
- ☐ ACH
- ☐ Wire

Due date of payment :

If applicable to 3PR, please fill out the following (EBS will have vendor numbers assigned within the naming convention established for 3PR):
Vendor Number: (For EBS Use Only)
Frequency of posting:
Vendor Name:
Vendor Address:
City/State/Zip:

Is the vendor to be "blocked" from automatic payment for payments to be made on-line, or otherwise outside SAP?

☐   No
☐   Yes

If this is a tax withholding wage type, please supply Tax ID Account Number.

#_____

BW Reporting – to be approved by General Accounting/DSM

Special Key Figures – check all that apply

Report, Union Bargaining System Deduction Report - JHU
☐ YTD Union Dues
☐ Union Dues Deduction
☐ Initiation Deduction
☐ Initiation Balance Owed

Report, Overpayment Report has the following key figures:
☐ OvPymt RePymt
☐ OvPymt Repymt Total
☐ OvPymt Repymt Bal

Report, Leave of Absence Deduction Report has the following key figures:
☐ Deduction Not Taken

Is this a garnishment deduction?
☐ Yes
☐ No

Approvals (to be completed by Payroll Shared Services):

Tax Office:
- ☐ JHU
- ☐ JHHS

Benefits Office:
- ☐ JHU
- ☐ JHHS
- ☐ BMC
- ☐ HCG

Finance Office (intercompany only):
- ☐ JHU
- ☐ JHHS

<div style="border:1px solid black; background-color:#cccccc; text-align:center; font-weight:bold">

DO NOT ANSWER REMAINING QUESTIONS.
TO BE COMPLETED BY SAP SUPPORT ORGANIZATION.

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Wage Type Ranges

1xxx = Base Earnings on infotype 9027
2xxx = Time Related Earnings
3xxx = Non-time related earnings
4xxx = Benefits
6xxx = Deductions
7xxx = Garnishments
8xxx = NRA
9xxx = Other

If Wage Type Is ISR Eligible

Update table ZTH_ISR_ADDPAY. This table holds wage types for infotype 14, 15, and 2010.

New Wage Types Must be Added to TALX Interface

Update table ZTH_WT_EVERIFY. This table holds wage types for groupings related to UCX and TWN.

Record 220EMPLPAYDTL (UCX & TWN)

MD Unemployement ☐ Pretax Deduction or ☐ Post tax Deduction
☐ Café Plan
☐ Retirement 401K

Johns Hopkins - SAP Wage Type Request Form
DEDUCTIONS

Wage Type Cumulations

Should this wage type cumulate into any of the following?

☐ /101 – All regular cash earning (No imputed amounts)   CUML 01
☐ /109 – Employer Benefit Contribution   CUML 09
☐ /110 – Employee Deductions   CUML 10
☐ /114 – Base Wage for BSI   CUML 14
☐ /191 – Pension Eligible Wages HS   CUML 91
☐ /192 – Pension Eligible Wages JHU   CUML 92
☐ /195 – JH - Pre-tax parking   CUML 95
☐ /196 – Retro for Guaranteed Gross   CUML 96

Point of Entry - Deductions

☐ Recurring Earning/Deduction – Infotype 14
☐ One Time Earning/Deduction – Infotype 15
☐ Benefit Plan

Medium of Entry –Deductions

☐ Internal Service Request (ISR) – **UPDATE CUSTOM TABLE???**
☐ Interface – **ANY CUSTOM SETTINGS? DSM?**
☐ Manual
☐ Time
☐ System Generated

Arrears & Retro calculation Rules   **Deductions**

What are the arrears/retro calculation characteristics of this deduction?   V_T51P6

Arrears

☐ 1 Deduction of whole amount

The deduction is always made in full, even if the net amount then becomes negative.
If necessary, the advance given to the employee by the employer can be recorded separately in a special wage type.

☐ 2 Deduct as much as possible

    The largest possible amount is deducted until the remaining net amount is used up.
    The amount that cannot be deducted is stored in the table of 'Deductions not taken' (DDNTK).

☐ 3 Deduct as much as possible, remainder to Arrears table

    The largest possible amount is deducted until the remaining net amount is used up.
    The amount that cannot be deducted is placed in the table of 'Deductions not taken' (DDNTK) and stored in the Arrears table (ARRRS).
    The deductions in the Arrears table are carried over to the next payroll period, where the payroll driver again attempts to make the deduction.

☐ 4 Garnishment: Reduction of deduction not allowed

    The wage type is a garnishment wage type. In this case, reduction during arrears processing is not permitted.

☐ 5 Deduct full amount or nothing

    The deduction is only made if it can be made in full. If the net amount is not large enough, the deduction is not made but is instead transferred in full to the table of 'Deductions not taken' (DDNTK).

Retro calculation

☐ 1 Take old amount, write difference to arrears table

☐ 2 Take old amount, only write positive difference to arrears

☐ 3 Take old amount, only write negative difference to arrears

☐ 4 Take old amount, forget difference

Taxability	All Deductions

Pre or Post tax   V_512W_D – PRCL 65

        ☐   A – After-tax Deduction
        ☐   P – Pre-tax Deduction

Johns Hopkins - SAP Wage Type Request Form
DEDUCTIONS

☐   Blank – all other wage types (including garnishments)

Remuneration Statement/Pay Stub Presentation

Add the wage type to the form: **V**_512W_D - EVAL CLASS 02

☐   00 – No printing on form
☐   01 – Earnings (US forms)
☐   02 – Employee taxes (US forms)
☐   06 – EE Benefits/Deductions (pretax)
☐   08 – EE Benefits/Deductions (post tax)
☐   11 – Garnishments
☐   12 – Non Cash Earnings (US Forms)
☐   13 – Federal Work Study (US Forms)
☐   **ADD TO ON-LINE PAY STUB INTERFACE (ALL NEW WAGE TYPES)**

BW Reporting & Security   **All Deductions**

When a new wage type is created or deleted, contact the following email groups:
☐   1 – SAP-BW-REPORTING-TEAM
☐   2 – NWSecurity
☐   3 – FIMASTERDATA
☐   4 – SAP-HR-Payroll_Support / ISRs & PBC